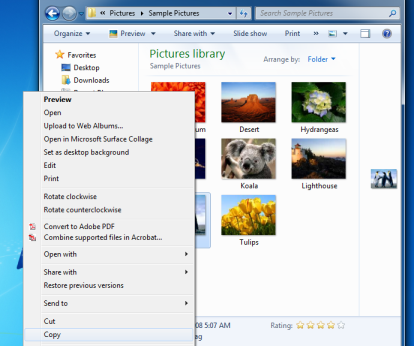
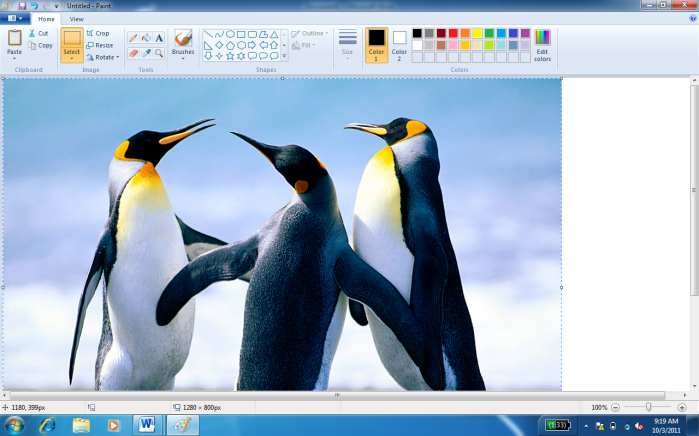
**Reducing Picture File Size Using Paint**

**Instructions**

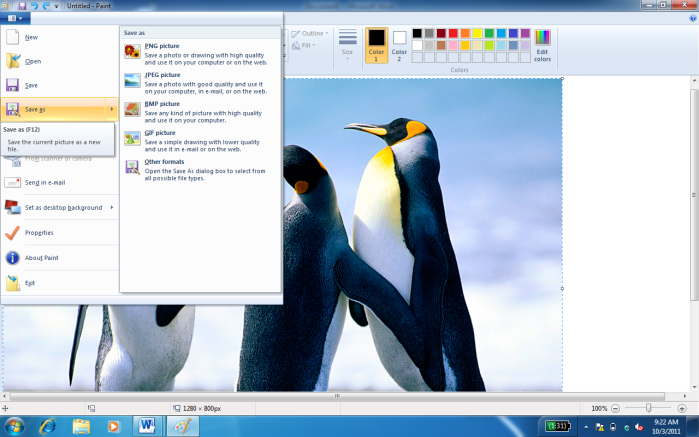
Many picture files are very large in bit size, making them difficult to work with on the laptops. The individual picture files can be saved as a smaller version before inserting, or pasting, them into the document. This is most easily and effectively done using the **Paint** software that is loaded on every laptop.

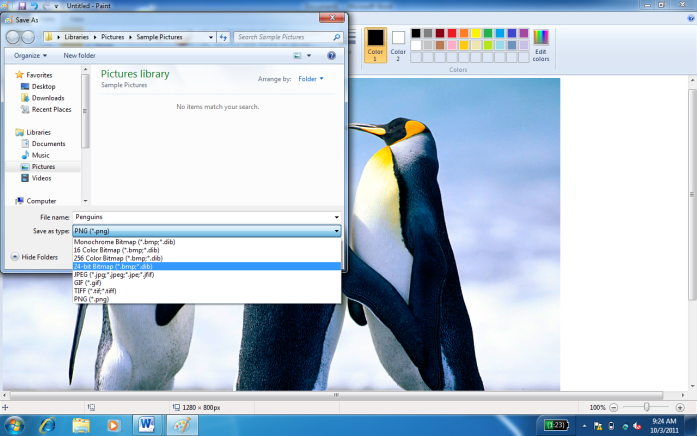
****

1. Select the picture you wish to reduce and Right Click.
2. Click on Copy
3. Open the **Paint** application by clicking on the shortcut on the desktop.



1. Select Paste on the Toolbar to insert the picture into Paint.
2. Crop the picture if necessary, by using the Crop button on the Toolbar.



1. You will now save the picture as a Paint file. Click on the File tab in the top left corner of the application.
2. Click on Save As
3. Choose the location where you want to save the picture.
4. In the File Name box type in a name for the picture.
5. In the Save as Type box, select the correct size.

**24-bit Bitmap should work well for most projects, and will reduce the bit size of the file to approximately 1/3 of the original size. If you need the picture to be smaller use 16-bit, but remember that the picture quality will be affected as you reduce the bit size.**

1. The picture is now ready to be inserted, or pasted from the new location on your laptop .